

200 Glen Terrace  
Williamsburg, VA 58334  
June 14, 2003

Ms. Sandra B. O'Conner  
Chief Technology Officer  
Computers, Inc.  
123 Computer Blvd.  
Bellinghouse, MA 02876

Dear Sandra:

Thank you for your time on Tuesday and your kind offer of assisting me in my opportunity search.

As a result of the introduction you provided to me, I have been able to set up a meeting with Margaret Thatcher at Parliament Computers. They have a position that may fit my background and are interested in speaking with me regarding this opportunity.

Your suggestions on how to organize my resources were extremely valuable. Specifically, the use of the American Directory of Computer Companies proved to be extremely valuable in generating leads.

I will keep you informed on my status and would definitely appreciate if you keep me in mind if you hear of any job opportunities. Thank you.

Sincerely,



John Doe